



## SUPERIOR COURT OF DEKALB COUNTY

404-371-4901

FAX 404-371-2002

### Judicial Branch Vacancy

### Drug Court Program Manager (merit-exempt position in Superior Court)

Annual Salary Range: **\$48,828 - \$79,356**

Closing Date: **May 17, 2013**

**Benefits:** 10 holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

**Physical Ability:** Successful completion of a job related physical examination by a County Examining Physician is required. DeKalb County does not discriminate on the basis of disability.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Criminal Justice, Psychology or related field; five (5) years of experience working in court mandated program services, counseling services or a related field, including experience working with the criminal justice population and counseling/case management. Graduate level education may be substituted for some years of experience. Academic and professional competency in statistics, research, and evidence based practices for offender and high-risk populations preferred. Direct experience and knowledge of the accountability court model, substance abuse treatment and community health disciplines is highly desirable.

**ESSENTIAL FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Under limited supervision, manages and coordinates all drug court services to ensure compliance with State and local standards, certification requirements, policies and procedures. Has primary responsibility for planning, organizing, directing and evaluating all components of the drug court program to ensure optimum efficiency and effectiveness. Participates fully as a drug court team member. Selects, trains and supervises professional staff and support personnel. Develops written protocol, procedures and program literature. Works closely with treatment providers to maintain the effectiveness and integrity of the program. Negotiates and monitors treatment and ancillary service contracts. Develops and maintains a record keeping system which ensures the appropriate level of confidentiality, while providing accurate, pertinent and timely information. Develops resource and funding strategies, including the pursuit of federal and state grant opportunities.

**Work Schedule:** Employee may be required to work regularly on various shifts as deemed necessary by the employing department.

Submit cover letter and resume, including professional references and salary history to Cathy McCumber, Rm 410, DeKalb County Courthouse, 556 N. McDonough St., Decatur, Georgia 30030, or via email to: [cwmccumb@dekalbcountyga.gov](mailto:cwmccumb@dekalbcountyga.gov), by 5 p.m. on **May 17, 2013**. Only qualified candidates will be contacted.